



Case Specialist I - FDC

Details

Job ID : 484

Title : Case Specialist I - FDC

Job Code : 731

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Juvenile Services

Purpose

Responsible for aiding with assignment of individuals requiring assistance in a variety of areas, such as substance abuse treatment, educational, vocational, and life skills training, to community resources and treatment programs.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- Knowledge of criminal justice system, mental health, and related community resources
- 4 year college degree must be in a human services field

Job Skills/Abilities

- Basic computer skills
- Good organizational skills
- Communication skills

Job Duties

- Conducts site visits with participants
- Provides treatment services guidance to clients on problems, such as unsatisfactory family relationships or drug addiction
- Refers clients to proper treatment program and coordinates their participation
- May provide crisis intervention services
- May assist in monitoring compliance with court orders
- May administer drug tests to participants in the field and office
- Compiles records and prepares reports on status of participant
- May appear in court with participant before a Judge to report on participant's progress
- May refer cases to necessary mediation services
- May assist victims in filing criminal complaints
- May assist in monitoring compliance with court orders
- Other duties as assigned